



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, 2D INFANTRY DIVISION  
UNIT #15041  
APO AP 96258-5041

2 MAR 2001

EAID-CG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter #2, Command Safety

1. This policy supersedes 2ID Policy Letter #2, Command Safety, dated 11 July 2006. This policy remains in effect until rescinded or superseded.
2. References:
  - a. DoD Instruction 6055.1, DoD Safety and Occupational Health Program, 19 Aug 1998.
  - b. DoD Instruction 6055.7, Mishap Investigation, Reporting and Record Keeping, 3 Oct 2000.
  - c. FM 3-100.12/MCRP 5-12IC/NTTP 5-03.5/AFTTP (I) 3-2.34, Risk Management, Multi-service Tactics, Techniques, and Procedures, 21 Feb 2001.
  - d. USFK Reg 385-1, United States Forces Korea Safety Program, 25 Jan 1999.
  - e. USFK Command Policy Letter #2, Command Safety, 4 Jun 2006.
3. This policy applies to all service members, civilian employees, and family members assigned to, attached to, or under the operational control of 2ID.
4. I am the Safety Officer for the 2<sup>nd</sup> Infantry Division. Our achievable goal is no loss of life through needless accidents. This policy provides my guidance and articulates my expectations for commanders and leaders in the execution of safe operations, and in influencing the personal behavior of our service members to create a safe environment on and off duty.
5. Accidents are impediments to training, mission readiness, morale and can have serious negative impact on our relationship with our host nation. Every accident is preventable. While performing required functions under conditions of risk may be necessary to accomplish our training and operational requirement, taking unnecessary risks with people's lives and military equipment is irresponsible. Leaders must apply sound composite risk management procedures in all operations to ensure that realistic

training and routine daily missions are accomplished to standards without injuring personnel or destroying vital equipment.

a. I am totally committed to the safety and well-being of every Soldier, Airman, civilian employee and family member in this command. We all must share this major stewardship role as leaders. This commitment to the well-being of our personnel is wide ranging: it includes the combat readiness of our military personnel, their physical and mental well-being, training, and personal and family readiness. It is a 24 hour a day, 7 day a week requirement and responsibility – on and off duty. Our philosophy must be overarching but simple: supervise, educate, reduce risk, and seek out and eliminate conditions, practices and habits that threaten the safety of our people.

b. Establishing a command climate that encourages and rewards safe behavior and performance by all personnel in the command will serve as an enabler to readiness. Risk assessment and risk mitigation must become a daily habit. Open and continuous communication between servicemembers and leaders will work to achieve that mission. Leaders at all levels must lead the way in changing behavior to reduce accidents. It is especially important that leaders penetrate through their echelons of command to empower, influence and hold accountable subordinate leaders--especially first line supervisors. First line supervisors are best positioned to impact on our highest risk group – young service members in the grade of E-5 and below. As such, commanders will comply with the following:

(1) **Under the Oak Tree Counseling.** We must remain vigilant and decisively engaged to ensure that young service members avoid risky behavior.

(a) For on-duty activities, we can only reduce risk by effective and impact-oriented leader supervision of Service members' activities. We must also make safety and composite risk management a topic of discussion and a point of evaluation in our counseling of our subordinates.

(b) For off-duty activities, we can best impact service member behavior through "Under the Oak Tree" Counseling. With this counseling, first-line leaders gain a verbal contract with their subordinates before weekends, holidays, passes, leaves, and other identified periods of high risk. When conducting "Under the Oak Tree" Counseling:

(1) First-line supervisors will meet with subordinates and set conditions for their off-duty plans.

(2) Additionally, upon completion of counseling, first-line supervisors will backbrief their immediate superiors (e.g., squad leader will backbrief platoon sergeant/leader) upon completion of "Under the Oak Tree" Counseling. Together, first-line supervisors and their immediate superiors will determine whether there are

indications of at risk behavior among Soldiers whom have been counseled. If so, they will set appropriate conditions to mitigate those risks.

(c) This process ensures that leaders are aware of the service members' plans and have made a mutual, verbal contract on the steps to be taken to manage risks. This is **not** a paper/record keeping program, but one that requires first-line leaders to be directly and personally involved in the subordinates' risk assessment and risk mitigation. The "Under the Oak Tree" counseling is the best way for first-line supervisors to impact the behavior and personal decision-making of subordinates. This policy also applies to military members managed by civilians. Sponsors should consider adopting a similar risk identification and management program or their families.

(d) 2ID Soldiers must watch the "Under the Oak Tree Counseling" video by the USFK CDR at <http://safety.korea.army.mil/tactical/Video/undertheoaktree.wmv>. Enclosure 1 to this policy letter also provides direct guidance from the USFK CDR.

(2) **Safety Campaigns.** I will issue semiannual safety campaign directives that define and target specific risks and the program structure. Commanders will establish directives that implement the intent and specific requirements of these campaigns.

(3) **2ID Commander's Safety Council.** The 2ID Commander's Safety Council is a forum for discussing safety problems and keeping commanders informed on the status of the command's accident rates, prevention programs, policies and initiatives. Meetings are conducted quarterly and attendance is mandatory for 2ID commanders' two levels down and their senior enlisted advisors. These meetings are my personal "Under the Oak Tree" opportunity to communicate directly with commanders and emphasize issues that affect our risk posture. The attached enclosure 2 provides more information.

(4) **Bell Sends and Warrior 6 Sends Messages.** Whenever significant events occur that affect our military community, and whenever major risks arise that threaten the safety of our personnel, a Bell Sends safety alert will be issued by USFK. The intent in issuing these messages is to communicate important and useful information to all personnel quickly, top to bottom. Bell Sends messages will be posted on unit bulletin boards and distributed in every way possible to meet the intent of immediate top-to-bottom notification. As required, Warrior 6 Sends will be issued to communicate similarly useful information within 2ID.

(5) **Fatal Accidents Out briefs.** Brigade commanders will brief me on all fatal accidents within 21 days from their occurrence. Specifically, within 21 days after a fatal accident, the brigade commander will give me a verbal After Action Review and a written summary of the AAR. All relevant lessons learned must be shared through the 2ID Command Safety Office.

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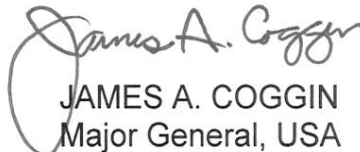
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(6) **Command Involvement.** As the 2ID Safety Officer, I charge each commander and leader in the chain of command with the same responsibility. Together, we can accomplish our mission requirements and stewardship responsibilities - avoiding preventable losses and operating in a safe accident free environment - on and off duty.

6. Questions regarding this policy or the 2ID Safety Program should be directed to the 2ID safety Office, DSN 732-7023.

2 Encls

1. Meeting Under the Oak Tree
2. 2ID Commanders' Safety Council Charter



JAMES A. COGGIN  
Major General, USA  
Commanding

DISTRIBUTION:

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## MEETING UNDER THE OAK TREE

1. "Meeting Under the Oak Tree" is the most effective way to positively influence behavior during off-duty periods. This is a back-to-basics approach which demonstrates leader commitment to taking care of Service members. The "Meeting Under the Oak Tree" counseling requirement complements and must be used with individual risk assessments. This is not a paperwork requirement and no paper records are intended! The meeting between the first line supervisor and his/her subordinate is intended to be a leader-to-led meeting with face to face guidance given and a personal "behavior contract" agreed to. These meetings should take place between the first line supervisor and individually with each subordinate in the squad/crew or team before any period of increased off-duty risk, including weekends, holidays, and passes/leaves. "Meeting Under the Oak Tree" ensures that the first line leader or supervisor makes a verbal behavior contract with the individual Service member. In this contract, the Service member agrees with the leader to take appropriate steps to mitigate risks identified with the specific activity he/she will participate in during the increased period of risk.

2. Leaders and supervisors at all levels are responsible and accountable for the safe conduct of their subordinates, on and off duty. It is especially important for leaders and supervisors to penetrate through their chain of command and ensure that their first line supervisors/leaders are empowered and held responsible for positively impacting on the behavior of their individual Service members. During periods of off-duty activity including weekends, holidays, passes and leaves, "Under the Oak Tree Counseling" is the most effective way for the first line leaders to positively impact on their young Service members and thus save lives.

Encl 1

### **2ID Commanders' Safety Council**

1. **Purpose.** To enhance readiness by heightening interest, gaining command engagement, sharing lessons learned and directing the use of the operational risk management process to detect and eliminate or control risk to mission, equipment, facilities, and personnel.
2. **Background.** I am initiating the 2ID Commanders' Safety Council, which I will personally chair. My goal is to ensure command leadership involvement in directing an effective accident prevention program. I am committed to reducing accidents and saving lives, and I expect every leader from the first-line supervisor to the highest levels of command to be committed as well. The Council provides a focal point for oversight, coordination, and direction of the 2ID Accident Prevention Program.
3. **Discussion.** The Council is a forum for discussing safety problems and keeping commanders informed on the status of the command's accident rates, prevention programs, policies and initiatives. The Council will meet quarterly.
4. **Membership.** 2ID Commanders two levels down and their Senior Enlisted Advisors are designated as members of 2ID Commander's Safety Council. Attendance, either in person or by video teleconference, is mandatory for members unless otherwise authorized by me or the 2ID ADC-M, ADC-S, or Chief of Staff.
5. **Duration of Committee.** This charter will continue until superseded.